

**POSITION DESCRIPTION****NR-2****Town of Needham****Reference Librarian PT****11/03*****Duties:***

Under the general supervision of the Reference Supervisor, perform a variety of professional librarian activities as an information resource to the community Library patrons.

Advise and assist individuals or groups in selecting, locating, and utilizing resource materials. Provide answers to patrons' questions, both ready reference or in greater bibliographic depth, as required. Assist the Reference Supervisor in coordinating and implementing activities to ensure effective and efficient research, information, and reader's advisory service. Answer inquiries regarding library procedures, functions, upcoming events, and services. Work on building library databases with town information such as the obituary index and the historical picture file index.

Learn and be familiar with searching and policies for local, statewide and national databases used interlibrary loan requests. Under the direction of the Reference Supervisor, teach computer workshops to public on the use of computers in general as well as library use from home computers. Instruct public on the each methodologies used in the on-line subscription databases accessible from within the library and from home. Instruct the public in the use of microfilm reader/printer machines. Have a working knowledge of and be able to troubleshoot the reference and public OPAC computers and printers.

Perform selected Library operational projects and other related duties as assigned.

***Basic Knowledge:***

Position requires a Master's Degree in Library Science.

***Experience:***

One year professional experience or MLS candidate.

***Independent Action:***

Establish own work plan and priorities to assure timely completion of work in conformance with established Library policies and practices. Refer difficult reference questions to Reference Supervisor.

***Supervisory Responsibility:***

Assume responsibility for the Reference area in the absence of the full-time reference librarians, and of Library services on selected weekend shifts.

***Physical and Environmental Standards:***

- Normal office environment with high public traffic volume, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.